Turnitin Draft Coach™

An introduction for students

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Introducing Turnitin Draft Coach

Turnitin Draft Coach gives you access to **Turnitin Similarity Reports**, **Citations Reports,** and **Grammar Guide** right where you do your work — directly in Microsoft Word on the web.

This means that you can draft your work in Word on the web and then use the information in **Turnitin Draft Coach** to help you improve your writing prior to submitting a final copy to your teacher.

The **Turnitin Draft Coach add-in** is meant to help you navigate the issues of similarity, plagiarism, and grammar as you write and revise your assignments.

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Accessing Turnitin Draft Coach

The Turnitin Draft Coach add-in is available to use with any of your Word on the web docs from the Turnitin tab in the Word ribbon.

You must be using Word in Microsoft 365 through the MyVSU page in order to access Draft Coach. The add-in will not work with any personal Microsoft accounts.

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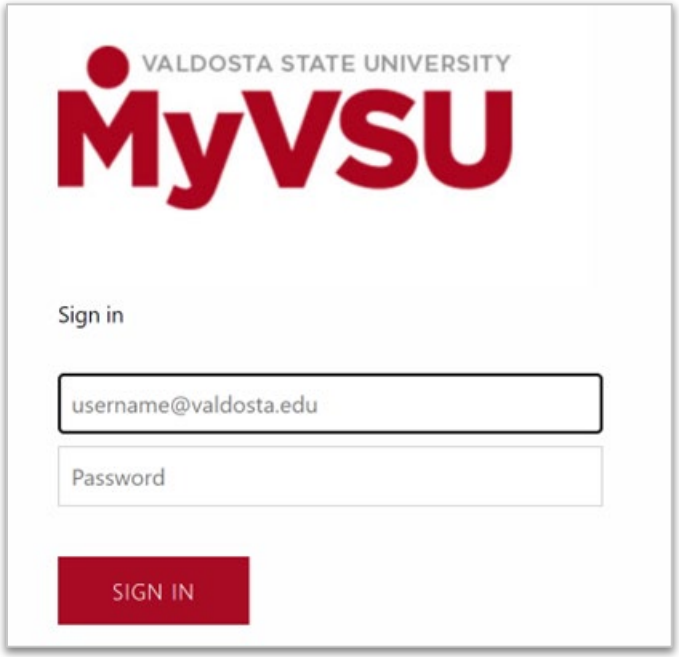
Accessing Word in Microsoft 365

1

To sign in to MyVSU, enter your VSU email address and password and click the **Sign In** button.



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Accessing Word in Microsoft 365

2

Click the **View All** button in Quicklinks, then scroll down the list of links and select **Microsoft OneDrive/Office Apps.**

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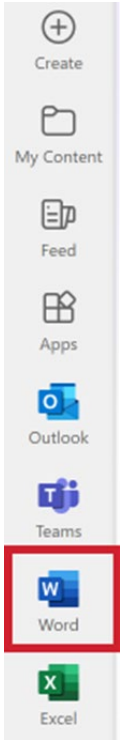
Accessing Word in Microsoft 365

3

Select Word from the Microsoft 365 Apps navigation bar.



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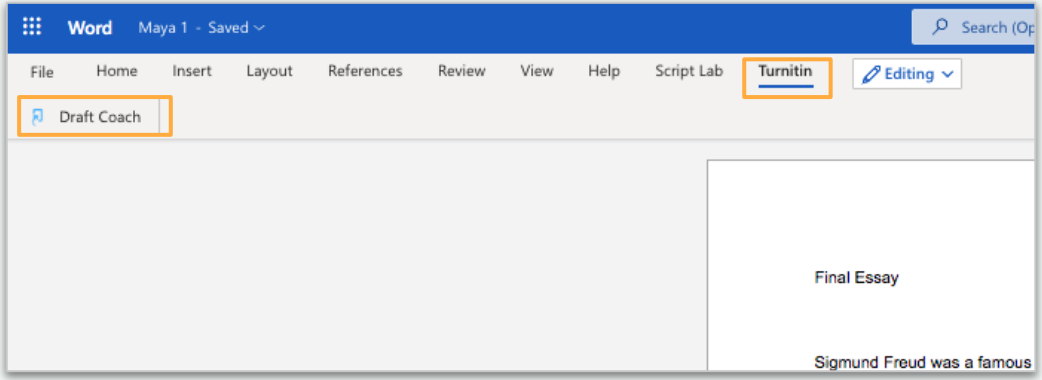
Using Turnitin Draft Coach

1

Open your assignment in Word on the web, draft as you normally would, and then click on the Turnitin tab and then Draft Coach.



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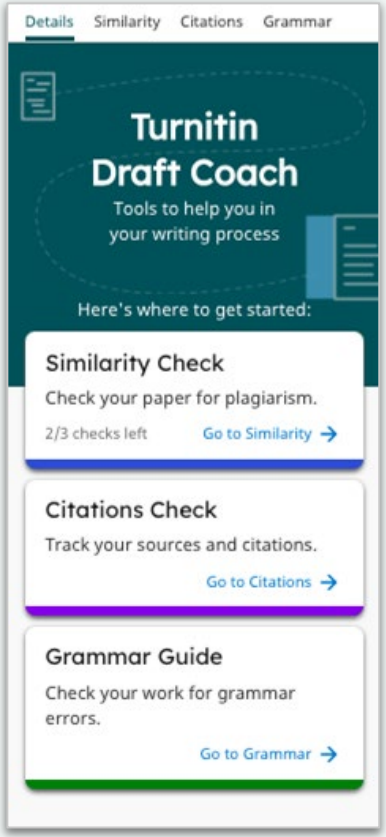
Using Turnitin Draft Coach

2

This will bring up the Turnitin Draft Coach panel at the right side of your screen. Here you will be able to identify issues with **similarity, citations, and grammar** while you draft. Follow Draft Coach's guidance before you submit your work to your instructor.



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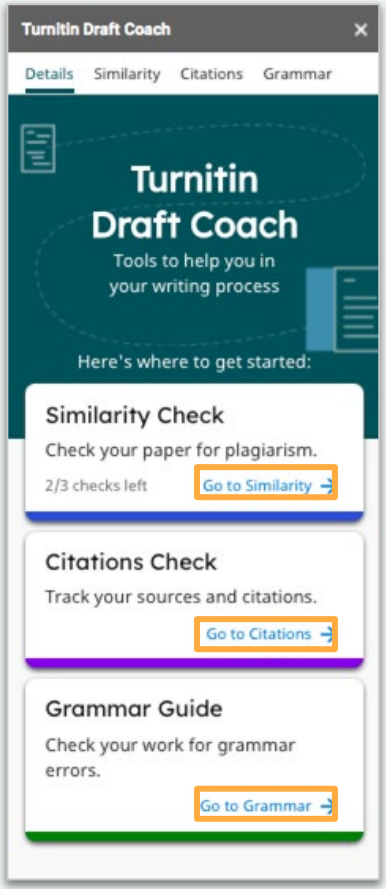
Using Turnitin Draft Coach

3

To run a Similarity Check or a Citations Check, click on either **Go to Similarity**, **Go to Citations**, or **Go to Grammar** and then follow the prompts accordingly.



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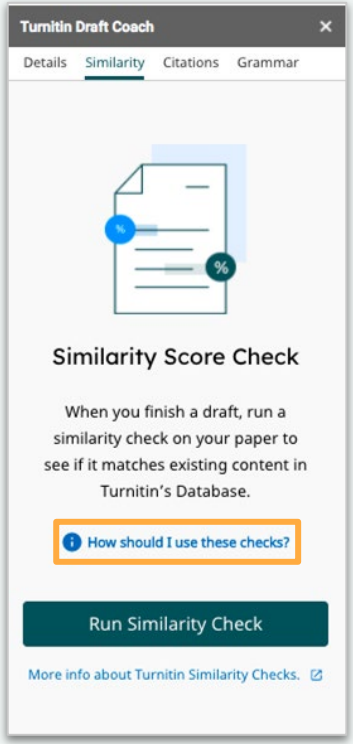
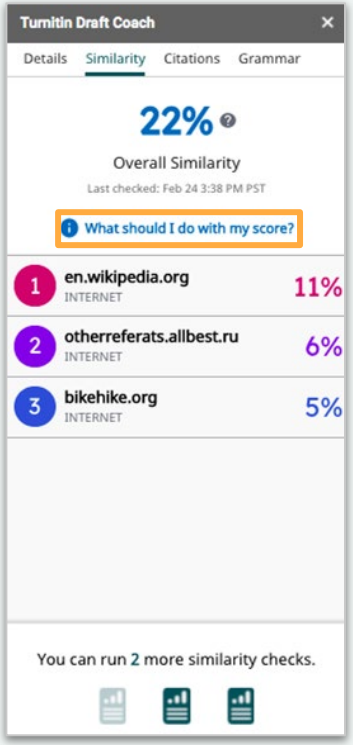
Using Turnitin Draft Coach

4

Access helpful guidance from Turnitin by clicking on the links throughout the add-on, such as “How should I use these checks?” and “What should I do with this score?”





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How do Similarity Check, Citations Check, and Grammar Guide differ?

The **Similarity Check** is used to help you identify when your writing matches text found in other sources.

- This check focuses on identifying when your text matches the text of another source, whether that is from the internet or Turnitin's databases.
- The Similarity Score quantifies how similar your work is to other pieces of writing, but you should consider acceptable forms of similarity, like quotations, citations, and bibliographic material when responding to this number.

The **Citations Check** is used to help you identify when your citations are missing references or when your references are missing citations.

- This check focuses on identifying matching pairs of citations and references that you include in your text.
- This check does not currently assess the accuracy of your citation format or whether you are missing citations or references based on the actual content of your text.

Grammar Guide is used to help you identify, edit, and learn from your grammar mistakes.

- This check focuses on identifying issues in grammar and providing guidance on how to address them.
- Grammar Guide encourages you to edit grammar mistakes on your own with detailed explanations. Since the goal is for you to review and apply the feedback, Grammar Guide does not autocorrect any of your writing.

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Use the two different checks as a pair to ensure that your writing is free from plagiarism and ineffective citations.

If a similarity match is identified in your Similarity Check, make sure that you include both a citation and reference for your use of that source in your writing.

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Using the Similarity Check

Use the information in your Similarity Checks to inform changes that you should make in your assignment.

Consider the following when viewing your Similarity Check results:

- Only the most significant quotes from source material should be included in your writing.
- Summarizations, paraphrases, or explanations in your own words can be used instead of directly quoting from a source.
- All evidence must be cited using the appropriate citation style. Consult with your instructor to determine which style is preferred for each assignment.
- For a more detailed look at your similarity results, click “View Full Report” (located under “Run New Similarity Check”). The full report allows you to exclude quotes, bibliography, citations, and minor matches from the Similarity Check.

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Similarity Check Helpful Hints

- As you draft your assignment in Word Docs, **you will have three opportunities to check your similarity** against Turnitin's databases and the internet. Use those three checks strategically.
    - Follow the links within Draft Coach (for example, "How should I use these checks?" and "What should I do with this score?") to help you determine the best way to use your checks and interact with your results.
- **Some similarity is always expected.**
    - If you included information from any source material, Turnitin is going to tell you that the text is similar to other things it's seen.
- **Similarity does not always mean plagiarism.**
    - Things like quotations, citations, and bibliographic material should be considered when determining whether similarity is acceptable or not.

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Using the Citations Check

Use the information in your Citations Check to inform changes that you should make in your assignment.

Consider the following when viewing your Citations Check results:

- All evidence must be cited using the appropriate citation style. Consult with your teacher to determine which style is preferred for each assignment.
    - Draft Coach currently identifies MLA and APA citations styles. If you are using any other citation styles, they will not be identified.
- Each reference listed in your bibliography should have at least one matching citation within your text.
- Likewise, each citation within your text should have a matching reference listed in your bibliography.

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Citations Check Helpful Hints

- As you draft your assignment in Word Docs, **you will have unlimited opportunities to check your citations**.
    - Follow the links within Draft Coach (for example, “How should I use these checks?” and “What should I do with these results?”) to help you determine the best way to use your checks and interact with your results.
- **Citations and references are closely related but refer to two different pieces of information** that should appear in your work.
    - **A citation is a mention of a source within your text.** Citations are usually included within parentheses and note information like author, date of publication, and page number where the information can be found. The information within citations differs depending on which citation style you are using.
    - **A reference is a description of each source that you use within your text.** References are listed at the end of your document in alphabetical order and include information like author, source title, publisher, date of publication, etc. The information within references differs depending on which citation style you are using.

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Using Grammar Guide

Use the information in Grammar Guide to inform changes that you should make in your assignment.

Consider the following when viewing your Grammar Guide results:

- Grammar Guide provides in-depth instructions to help you make your own edits. It does not automatically correct mistakes for you since the goal is for you to **review, reflect, and apply the detailed feedback**. This approach leads to better understanding and mastery of grammar concepts.
- Grammar Guide identifies **issues in grammar, mechanics, usage, and structure**. It does not check spelling since Word already covers this.
- For very **long documents with more than 100,000 characters**, consider splitting your draft into separate documents to get feedback from Grammar Guide (which reviews only the first 100,000 characters of a document).

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Grammar Guide Helpful Hints

- As you draft your assignment in Word, **you will have unlimited opportunities to use Grammar Guide**.
    - Follow the links within Draft Coach (for example, “How should I use these checks?” and “What should I do with these results?”) to help you determine the best way to use your checks and interact with your results.
- **Consider fixing all of the issues within the same category** before moving on to another category. Since issues in the same category all have the same core mistake, fixing the first issue will most likely make it easier to fix the remaining issues in the same category.
- **Read the feedback for each rule carefully.** The feedback and accompanying examples will help you determine concrete ways to make effective revisions to your writing.
- If you have questions about your Grammar Guide results, consult with your instructor.

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Need more help?

Access these helpful resources if you need more help using Turnitin Draft Coach™:

- Draft Coach Help Pages

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